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Alex Johnson

SKILLS

Programming Languages: Python (beginner), SQL

Data Visualization: Microsoft Excel, Google Data Studio, Tableau (basic)

Web Technologies: HTML, CSS (beginner level)

Software Tools: Microsoft Office Suite, Power BI, QuickBooks.

EXPERIENCE

XYZ Financial Services, Oakland CA – *Administrative Assistant*

July 2024 – December 2024

- Managed and organized company data using **Excel** spreadsheets.
- Assisted in compiling reports for financial analysts.
- Provided customer support and coordinated meetings for executives.

TechMart, Jersey City NJ – *Retail Associate*

April 2024 – July 2024

- Provided customer service and assisted with tech product troubleshooting.
- Analyzed sales data to identify trends and improve inventory management.
- Helped organize in-store promotional events to increase engagement.

EDUCATION

Northeastern University, Oakland CA – *Bachelor of Science in Business and Data Science*

September 2022 – Present

Relevant Coursework: Business Analytics, Data Visualization, Statistical Analysis, Machine Learning Fundamentals, Introduction to Python

PROJECTS

Basic Sales Dashboard – Created a simple **Excel**-based dashboard for tracking sales and revenue.

Customer Segmentation Analysis – Conducted basic clustering analysis using **Python** to categorize customer purchasing behaviors.

Website Portfolio – Built a personal website using **HTML** and **CSS** to showcase coursework and skills.